

Delaware Homeland Security Terrorism Preparedness Working Group  
Delaware Emergency Management Agency  
Meeting Minutes  
February 9, 2009

1. Director James Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:35 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
  - a. Meeting Notice & Agenda
  - b. January 12, 2009 DHSTPWG Meeting Minutes
  - c. Equipment Procurement Report
  - d. February 4, 2009 Training and Exercise Meeting Minutes
  - e. December 2, 2008 NIMS Sub-Committee Meeting
  - f. FY2006/2007 Reallocation Summary
  - g. FY2009 Delaware Project Submissions Sheet
2. A motion was made to approve the January 12, 2009 minutes. (**Motion: George Giles; Second: Major Joe Papili– Passed Unanimously**) (**CLOSED**)
3. **Old Business**
  - a. **Communication Interoperability**
    - 1) Next Generation 800 MHz Enhancement— No Report
  - b. Interoperable Emergency Communications Grant Update—Tony Lee reported that the FY09 Interoperable Emergency Communication Grant application was submitted on January 23, 2009. As approved by the Statewide Interoperability Executive Council, the priorities for the grant are planning, training and exercise.
  - c. **Subcommittee Reports**
    - 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
    - 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
    - 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report
    - 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – Biff Newnam reported that the minutes of the February **4<sup>th</sup>, 2009 meetings** are in the handout packets. He briefed that the following training requests were approved by the Sub-committee: Law Enforcement personnel were approved to attend the National Fusion Center Conference at a cost of \$2,786.50, and funding has been approved for Incident Management Team (IMT) members to attend short notice training. \$15,000 is reserved for short notice IMT training. In addition, the Sub-Committee approves a motion to support and endorse two drills for IMT's – dates to be determined. The next meeting is schedule for March 4, 2009. (**OPEN**)
    - 5) NIMS Subcommittee (Jim Cabbage, Chairman) – Jim Cabbage reported that a meeting is schedule for February 10, 2009. (**OPEN**)

- 6) Personnel Identification and Accountability Subcommittee (Dave Carpenter, Chairman)  
Dave reported that a meeting was held on January 14, 2009 with the vendor to discuss technical issues concerning fielding the system. The vendor will provide a System Schematic for approval by the Department of Information and Technology Architect Review Board. When technical issues are resolved, the implementation phase will begin. **(OPEN)**
- 7) Resource Management and Asset Tracking Subcommittee (Mayor Mooney and Allen Metheny, Co-Chairmen) – Allen Metheny reported that no official meeting was held since the last meeting. On February 18<sup>th</sup> GeoDecisions will present the requirements document for review. The design phase will begin upon approval of the requirements document. **(OPEN)**
- d. Equipment Procurement Process – Tony Lee reported six month extension requests were submitted to DHS for the FY2005 Homeland Security Grant Programs (HSGP), FY2006 Buffer Zone Protection Program (BZPP), and the FY2006 Chemical Buffer Zone Protection Program (CBZPP). He noted that FEMA Grant Program Directorate (GPD) issued notification through their information bulletin of a final grant end date for FY2005 HSGP of September 30, 2009, if extension is approved. The League of Local Governments approved the Local MOU draft with County Government waiving the 80/20 (local/state) allocation for FY2008 HGSP. Additionally, the County MOU legal review was completed by the Attorney General's Office with Mr. Tom Ellis on Feb 5, 2009. The FY2008 HSGP is scheduled for the State Clearinghouse on March 2, 2009. **(OPEN)**
- e. Logistics - Tony Lee briefed on behalf of Stefan Smi on the equipment monitoring requirement for the HSGP. Stefan is scheduling Monitoring Visit with agencies/entities that have received equipment through the HSGP. He is currently working with fire service. Please contact Stefan if you have any questions. **(CLOSED)**
- f. State Preparedness Report (SPR) – Tony Lee reported that DEMA planners have been visiting disciplines compiling the information required. **(OPEN)**

#### 4. New Business

- a. Grant Reallocation Requests; A summary of the reallocation projects was provided to the Working Group for review. The Working Group evaluated each of the requests and the following are the results of the review:
  - 1) FY2006, State Homeland Security Program (SHSP), Investment 3: A motion was presented to approve the reallocation of \$5,000.00 from Sussex County Decon Maintenance to Sussex County Equipment Replenishment. **Motion: George Giles; Second: Jamie Bethard– Passed Unanimously (Closed)**
  - 2) FY2006, SHSP, Investment 1: A motion was presented to approve the reallocation of \$60,270.70 from a returned project to Kent County PSC to purchase automated vehicle location (AVL) units for Kent County EMS **Motion: Dave Carpenter; Second: Allen Metheny– Passed Unanimously (Closed)**
- b. Incident Command System (ISC) 300 Course: A motion was made to approve the Enhanced Incident Management Unified Command Course offer by the Texas Engineering Extension program as an equivalent to the ISC 300 course. **Motion: Robert Newman; Second: Dave Carpenter—Passed Unanimously. (Closed)**

- c. Executive Session: A motion was made to go into Executive Session for review and discussion of content excluded from the definition of public record. **Motion: Jim Cabbage; Second: Dave Carpenter—Passed Unanimously.** The session began at 2:00 p.m. and returned to public session at 3:18 p.m.
- d. FY2009 HSGP Project Funding Allocation: The FY2009 HSGP discipline project submission process resulted in \$9.4M of requests for the targeted \$6.4M Target Allocation. A reduction of \$3.0M is required to meet grant target allocation for submission. A motion was made for each discipline to review their projects and reduce funding by 32% with the exception of Citizen Corps, which will be funded at 100%. If funding cannot be reduced by 32%, the discipline will provide justification to the Working Group. Reductions and justifications must be provided to DEMA by close of business on Wednesday, February 18, 2009. **Motion: George Giles; Second: Tim Cooper—Passed Unanimously. (OPEN)**
- e. The Working Group will meet on February 23, 2009 at 1:30 p.m. to review the results of the project funding reduction and take appropriate action to align projects funding within the target allocation. **(OPEN)**

5. Next Meeting – February 23, 2009, 1:30 p.m. – DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

**Delaware Homeland Security Terrorism Preparedness Working Group**  
**Meeting Attendance Roster**  
**February 9, 2009**

NAME	AGENCY
<b>Voting Members</b>	
James Turner	Chairman
Absent	DE National Guard
Absent	Delaware League of Local Governments
Jim Cabbage	DE Volunteer Firemen's Association
Joe Papili	Delaware State Police
Kurt Reuther	Police Chiefs Council Representative
Absent	Council on Police Training
Robert Newnam	DE Fire School
Dave Carpenter	NCC Emergency Management
Allen Metheny	KC Emergency Management
George Giles	Wilmington Emergency Management
Absent	SC Emergency Management
Scott Koenig	Public Works
Suzanne Raab-Long	DE Healthcare Association
Absent	DHSS, Division of Public Health
Jamie Bethard	DNREC
Dave Roberts	Public Safety Communications
Tim Cooper	Emergency Medical Services
Lisa Wragg	Cyber Security/Information Technology
Mark Davis	Department of Agriculture
Robert George	Citizens Corps
<b>Working Group Members &amp; Guests</b>	
Robert Briggs	Delaware Homeland Security Advisor
Tom Steele	Department of Safety and Homeland Security
Tom Ellis	Attorney General's Office
Robert Prettyman	US Attorney's Office
Rick Culver	Federal Bureau of Investigation
James Wright	Delaware Courts
Mike Chionchio	Office of the State Fire Marshal
Dave Mick	Kent County Public Safety
Dwayne Day	DelDOT
Jim Weldin	Delaware League of Local Governments
Kevin Sipple	Public Safety Communications
Elainea Goldthwaite	Department of Agriculture
Heather Hirst	Department of Agriculture
Liam Sullivan	Elsmere PD
Larry Kibler	Civil Air Patrol
<b>Delaware Emergency Management Agency Staff</b>	
Glenn Gillespie	Deputy Director
Tony Lee	Planning Supervisor
Mark Claveloux	Training Administrator
Jennifer Dittman	Planner
Courtney Emerson	Planner
Will Hayes	Planner
Tom Nesbella	Planner
Neal Mills	NIMS Coordinator
Tom Yeasted	Technical Coordinator
Georgianna Pearce	Administrative Specialist